

Workload Approval Form

Name:	Semester:
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Per TCCC policy, full-time faculty workloads should be either 18-20 credit hours (for most faculty members) or 28-32 contact hours (typically for vocational faculty).

Course and Section	Credit Hours	Contact Hours	Clinical or Work-based Learning Hours
TOTALS			
Overload Course and Section	Credit Hours	Contact Hours	Reason for Overload (attach additional pages as needed)
TOTALS			

- Courses taught via the Information Highway or in a combined studio setting are calculated at 1.5 times the credit and contact hours, rather than double.
- If any full load courses do not make, overload courses will be used to fill required load. If none, other assignments or a reduction in pay will result, following College policy.

Approval	Name	Signature	Date
Faculty:			
Dean:			
VP for Instruction:			